



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8718267
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title Procurement of Various Office Supplies and Materials for 2nd Quarter CY 2022
Area of Delivery Metro Manila

Solicitation Number:	2022-05-280	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1
Classification:	Goods	Bid Supplements	3
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 132,495.00	Document Request List	21
Delivery Period:	30 Day/s		
Client Agency:		Date Published	02/06/2022
Contact Person:	DIR. ARSENIO F. LINGAD II The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518 bacsec@marina.gov.ph	Last Updated / Time	28/06/2022 22:32 PM
		Closing Date / Time	04/07/2022 13:00 PM

Description

Procurement of Various Office Supplies and Materials for 2nd Quarter CY 2022

Please see attached file.

You may visit our website at marina.gov.ph (under transparency tab)

Remarks

One quotation received.

Created by DIR. ARSENIO F. LINGAD II

Date Created 01/06/2022



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION



MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN Number : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The **Standards of Training, Certification and Watchkeeping Office (STCWO)** through its Bids and Awards Committee (BAC), intends to **PROCURE VARIOUS OFFICE SUPPLIES AND MATERIALS FOR 2ND QUARTER (2nd EXTENSION)** for CY 2022 in accordance with Section 52.1(b) (Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Thirty Two Thousand Four Hundred Ninety Five Pesos (P132,495)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your representative **not later than 04 July 2022** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **2022 Business/Mayor's Permit¹ and PhilGEPS Registration Number** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. **(+632) 8524-6518** or email address at bacsec@marina.gov.ph


DIR. ARSENO F. LINGAD II
BAC Chairperson

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

²Manually filed tax returns or filed through the EFPS

BIDS AND AWARDS COMMITTEE

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila

(+632) 8524-6518 | marina.gov.ph | 2021marinabac@gmail.com

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the content of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Suppliers must state here either “**Comply**” or any equivalent term in the column “Supplier’s Statement of Compliance” against each of the individual parameters of each specification. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

M I N I M U M S P E C I F I C A T I O N

**PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS
FOR 2ND QUARTER 2022**

No.	Scope of Service Description	Quantity	Unit	Supplier’s Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 LOT	1. Clip, backfold, 19mm	40	BOX			
	2. Clip, backfold, 25mm	40	BOX			
	3. Clip, backfold, 50mm	25	BOX			
	4. Envelope, Expanding kraft, legal	25	BOX			
	5. Marker, flourescent, assorted collors (3 pcs/set)	45	SET			
	6. Marker, Permanent, black, bullet type	45	PCS			
	7. Paper, Clip, vinyl/plastic, coated, 33mm	37	BOX			
	8. Paper, Clip, vinyl/plastic, coated, 50mm	37	BOX			
	9. Pencil, lead, with eraser	25	BOX			
	10. Blade, for general purpose cutter/utility knife	20	PCS			

11. Cutter/Utility knife, for general purpose	20	PCS			
12. Stapler, standard type	13	PCS			
13. Staple Remover, plier type	25	PCS			
14. Paper, Mimeo, Groundwood, A4	50	REAM			
15. Paper, Mimeo, Groundwood, legal50	50	REAM			
16. Paper, Multi-Purpose, legal, 70gsm	300	REAM			
17. Sticker Paper, A4 (white)	50	PACK			
18. Note Pad, stick on, (2" x 3") min	25	PAD			
19. Note Pad, stick on, (3" X3") min	25	PAD			
20. Notebook, Stenographer	50	PCS			
21. Insecticide aerosol type	39	CAN			
22. File Tab Divider, Bristol board, A4 (white)	15	PACK			
23. File Tab Divider, Bristol board, legal (white)	15	PACK			

**The above quoted prices are inclusive of all costs and applicable taxes.*

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

The delivery schedule expressed as week/months stipulates hereafter a delivery date which is the date to the project site.

**C O N D I T I O N S A N D S U P P L I E R
R E S P O N S I B I L I T I E S**

PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS FOR 2ND QUARTER 2022		
Item	Description	Bidders Statement of Compliance
1 LOT	<ol style="list-style-type: none"> 1. The prospective supplier shall bid in the above-listed items; 2. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation; 3. The prospective supplier shall replace the defective items within ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA; and 4. The prospective supplier shall submit the following documents: <ol style="list-style-type: none"> a) Copy of PhilGEPS Registration; b) Mayor's/Business Permit c) Copy of Business/Income Tax Return (ITR) d) Omnibus Sworn Statement 	
	<p>PERIOD OF DELIVERY:</p> <p>— The delivery shall be within (30) calendar days from the receipt of Notice to Proceed and Purchase Order.</p>	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

F I N A N C I A L O F F E R

**PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND MATERIALS
FOR 2ND QUARTER 2022**

Approved Budget for the Contract (ABC)	Total Offered Quotation
One Hundred Thirty Two Thousand Four Hundred Ninety Five Pesos (P 132,495).	In words: _____ _____ _____ In figures: _____ _____ _____ _____

Terms of Payment:

1. Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice / Statement of Account and issuance of Inspection and Acceptance report by the MARINA;
2. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account(LDDAP-ADA);
3. The shall provide the bank Account wherein payment will be credited;
4. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

Payment Details:

Banking Institution : _____

Account Number : _____

Account Name : _____

Branch : _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA-BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the supplier's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract. Without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation